

Retention and Classification Report

Agency: Juab County (Utah). County Recorder (558)

Juab County Courthouse
160 North Main
Nephi, UT 84648
435-623-1480

Records Officer

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09748	Federal tax lien index
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AGENCY: Juab County (Utah). County Recorder

SERIES: 6025

4

TITLE: Abstracts records

DATES: i 1870-

ARRANGEMENT: Numerical by range, township, section, block, and lot

DESCRIPTION:

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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AGENCY: Juab County (Utah). County Recorder

SERIES: 6025

TITLE: Abstracts records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 9748

3

TITLE: Federal tax lien index

DATES: 1941-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are notices of liens against persons for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

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APPRAISAL:

AGENCY: Juab County (Utah). County Recorder

SERIES: 9748

TITLE: Federal tax lien index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 13110

1

TITLE: Financing statements index

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Juab County (Utah). County Recorder

SERIES: 6146

3

TITLE: Miscellaneous indexes

DATES: 1882-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 9805

3

TITLE: Mortgagee-Mortgagor indexes

DATES: 1968-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are two alphabetical indexes concerning mortgagors and mortgagees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 80911

3

TITLE: Official plat maps

DATES: 1884-

ARRANGEMENT: Numerical by township, range, section, plat

ANNUAL ACCUMULATION: 100.00 cubic feet.

DESCRIPTION:

these are large maps of property in Juab County showing the ownership. They are updated annually. By statute (UCA 17-21-1) they are permanent and are open to the public.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

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APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 7043

4

TITLE: Official records

DATES: i 1870-

ARRANGEMENT: Numerical by book number, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1870 records were registered together as well as in separate volumes. Contained in the Official Record are: abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Juab County (Utah). County Recorder

SERIES: 7043

TITLE: Official records

(continued)

Digital image: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 9749

3

TITLE: Powers of attorney index

DATES: 1871-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. They include "the date and time of recording, the book, the page, and entry date (UCA 17-21-6(1)(h)(2011)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 18.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Juab County (Utah). County Recorder

SERIES: 9749

TITLE: Powers of attorney index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 13121

1

TITLE: Sales certificates

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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AGENCY: Juab County (Utah). County Recorder

SERIES: 25981

3

TITLE: Subdivision maps

DATES: 1975-

ARRANGEMENT: Chronological by plat number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder "in the county in which the lands platted and laid out as situated"(UCA 10-9-804(3)(a) (2004).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 24.

AUTHORIZED: 10/04/2005

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Juab County (Utah). County Recorder

SERIES: 25981

TITLE: Subdivision maps

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Juab County (Utah). County Recorder

SERIES: 24113

3

TITLE: Tax roll index

DATES: ca. 1983-

ARRANGEMENT: Alphabetical by owner name, or Alphanumeric by parcel number

ANNUAL ACCUMULATION:

DESCRIPTION:

This index is a listing of all property owners in the county.
"Upon receipt of the assessment roll, the county treasurer shall index the names of all property owners shown by the assessment roll" (UCA 59-2-1317(1) (1995)). The index includes the property owner's name and reference number where listed in the tax roll.

RETENTION:

Retain permanently in office.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 10.

AUTHORIZED: 02/19/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Juab County (Utah). County Recorder

SERIES: 24113

TITLE: Tax roll index

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 6094

3

TITLE: Uniform commercial code and financing statements indexes

DATES: 1966-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 9806

3

TITLE: Water index

DATES: 1884-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This book indexes recorded water records. The alphabetical index includes name, entry number, book and page recorded, and type of instrument.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 26.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)